

Proposal Procedures

Send copies of <i>3-Year Worksheet</i> to “project requestors ” (note: these will usually be budget managers, such as department and division heads)	September
Meetings with “project requestors” as necessary regarding priority of requests	3rd week of Sept.
Meet with Development Director to seek grant opportunities for some requests	Sept and ongoing
Submit Annual Technology Capital Budget (first draft) to the Board Finance Committee (includes 3-Year Work sheet approved in previous May)	November
Notify “requestors” of results of the Finance Committee related to the Tech Capital Budget	December or early January
Annual survey in each division coordinated by TC (for following years)	February (and ongoing)
Inclusion in 3-year Project Worksheet (see sample format: I:\...budget\$\2001\3YearProject Requests.xls)	March (before spring break)
3-Year Project Worksheet gets reviewed and edited by TSC, then by TSC-Executive Committee	April
Add approved requests to the Annual Technology Plan TimeLine	May
Purchase necessary project material authorized in Tech Capital Budget for Sept installs.	July 1
Install and setup any projects that are scheduled for start of school. (manage expectations)	August
Purchase, install, and setup additional projects throughout school years as specified on requests.	ongoing

Funding Sources:

Do not seek multiple funding sources for a single request; select only one.

1. **Department Capital Budget** - sure thing but uses funds from other, non-technology, items.
2. **Parents' Association:** Allocations are generally not known until March, not a sure thing, but ideal for some types of requests.
3. **Grants:** The Development Office can often help us with grants. If you know of private donors whom you'd like to solicit, you **MUST** coordinate this with the Development Office and the Technology Office
4. **Technology Capital Budget** is subject to last minute cuts if revenues are down or expenses are up.